

Division of Licensing Services
Office of Behavioral Health Licensing

150 N. 18th Avenue, Suite 410
Phoenix, Arizona 85007-3242
(602) 364-2595
(602) 364-4801 FAX

JANET NAPOLITANO, GOVERNOR
SUSAN GERARD, DIRECTOR

Dear Provider:

The following check list is provided to assist you in determining the completeness of your agency's licensure application prior to submittal to the Office of Behavioral Health Licensure. It is hoped that the use of this tool will expedite the application review process and, decrease the on-site survey time spent clarifying required information.

- ☐ Mailing address if different from facility address
- ☐ A copy of the articles of incorporation, bylaws, partnership or joint venture documentation
- ☐ Documentation of facility complying with the local building codes, A.A.C. R9-20-103.A.1.I.
(e.g., Certificate of Occupancy)
- ☐ Attestation Letter (Level I & RTC Facilities Only)
- ☐ Qualifications of administrator per Section IV of application
- ☐ If deemed status is requested, please list accreditation organization and ensure the accreditation period dates are entered per Section I.
- ☐ Accreditation Report (for this specific address)
- ☐ Organizational Chart
- ☐ Current Fire Inspection
- ☐ Current Sanitation Inspection (if applicable)
- ☐ Copy of previous license (if applicable)
- ☐ Program Description required in A.A.C. R9-20-201(A) (2)
- ☐ List of staff member, behavioral health professional, BH technician or BH paraprofessional
- ☐ List of staff member, behavioral health professional, BH technician or BH paraprofessional working with children
- ☐ Copy of fingerprint certification cards, if applicable
- ☐ DUI Formal Referral Procedures With One Or More Courts (if applicable)
- ☐ DUI Screening Instrument (if applicable)
- ☐ DUI Educational Curriculum Used In Program (if applicable)
- ☐ DUI Fees For Services (should be in program description)
- ☐ DVTX Fees For Services (should be in program description)
- ☐ Signature(s) Are Present and Notarized
- ☐ Other:

We hope this checklist will be of assistance to you. As always, should you have any questions or require additional information, please contact the Office of Behavioral Licensure at (602) 364-2595.

Leadership for a Healthy Arizona